

February 22, 2003

TO: Board of Selectmen, Sewer Commissioners

FROM: Trey Shupert, Chairman

SUBJECT: Selectmen and Sewer Commissioners Report

February 24, 2003
MEETING BEGINS AT 7:00 P.M.

I. CITIZEN'S CONCERNS

II SEWER COMMISSIONER'S BUSINESS

1. 7:05 **RATE SETTING FOR MARCH** - Enclosed please find recommendations and staff comments for Board consideration.
2. 7:08 **GRAIN MILL HOLLOW REALTY TRUST** – Enclosed please find a request for a special hook-up arrangement at 4 High Street for Commissioner's consideration.

III. PUBLIC HEARINGS & APPOINTMENTS

3. 7:10 **BOND SIGNING** – Staff will have short term borrowing papers for Board signature.
4. 7:15 **SITE PLAN #12/13/02-386, PALMER KENNELS, 350 GREAT ROAD** – Continued from February 10, 2003 - Enclosed please find resident comments in the subject regard.
5. 7:45 **SITE PLAN SPECIAL PERMIT #11/18/98-366 AMENDMENT, ACTON ASSISTED LIVING, DEVON DRIVE (Continued from February 10, 2003).** Enclosed please find correspondence from the petitioner asking for a continuance to a meeting in April for Board review.
6. 8:30 **STORM WATER** – Doug Halley will be in to discuss the Draft Storm Water Management Plan with the Board.
7. 9:00 **STARBUCKS COMMON VICTUALER LICENSE – 411 MASS AVE.** –Continued from January 13, 2003 – Enclosed please find staff comments for Board review.

IV. SELECTMEN'S BUSINESS

8. **BUDGET DISCUSSION** – Ongoing general discussion.
9. **ANNUAL TOWN MEETING DRAFT WARRANT** – Enclosed please find a current draft warrant for Board consideration.
10. **TAC – ROUTE 2A DISCUSSION.**

11. **SWEENEY TRUST 61A, 108 WILLOW STREET** – Enclosed please find a notice of intention to convert this property to another use for Board action.
12. **AT&T PERFORMANCE HEARING FOLLOW-UP** – Enclosed please find a draft letter to Comcast (AT&T) for Board consideration.
13. **LETTER TO REPRESENTATIVE MEEHAN** – Enclosed please find a draft letter regarding reauthorization of funding for the AART, for Board consideration
14. **ACHC REQUEST FOR BOARD OF SELECTMEN CONSENT** – Enclosed please find correspondence from ACHC requesting the Board of Selectmen consent regarding affordable
15. **OTHER BUSINESS**

V CONSENT AGENDA

16. **ACCEPT MINUTES** – Enclosed please find the Minutes January 27, 2003 for Board acceptance.
17. **BETSY BALL GIFT ACCOUNT** – Enclosed please find a CONFIDENTIAL request received from staff for an allocation from the Betsy Ball Fund for Board consideration.

VI. TOWN MANAGER'S REPORT

VII EXECUTIVE SESSION

ADDITIONAL INFORMATION

Enclosed please find additional correspondence that is strictly informational and requires no Board action.

FUTURE AGENDAS

To facilitate scheduling for interested parties, the following items are scheduled for discussion on future agendas. This IS NOT a complete Agenda.

March 3 – Street Acceptance – Class I Moran
March 10 – Mock Town Meeting
March 24 – Concord Connection continuance

GOALS 2002-2003

1. Labor Negotiations & Improve Labor Relations environment (Peter/Trey)
2. Improve Communication with Town Boards (Peter/Trey)
 Implement Chairman Round Table - (Trey) *(for Dec/Jan)*
 Revisit 2020 Planning Process for direction to make this process more beneficial towards Implementation of long-term vision (Trey).
3. Towne Building Reuse (Walter/Dore'/Peter)
4. ALG process be used for purpose of Budget Planning for FY04 (Walter/Trey)
5. Residential and Commercial Growth (Walter/Pam) *(PCRC EDC – Continuing to meet)*
6. Open Space and Recreation Plan (Peter/Walter) Completed
7. Health Insurance Trust Agreement (Peter) *(Peter still working on getting comments from Water District.)*
8. Decision on Pentamation Accounting System (Dore'/Peter) *(Proposals are being looked at by staff)*

9. Process Planning for "Life after NESWC" (Pam/Peter) (*John Murray is looking at this*)
10. Joint IT process-organizational change (Walter/Dore') (
11. Implement an on-going Public Relations campaign regarding budgetary situation (Trey/Walter) (*ALG put plan in place A/B*)
12. Provide looking at salary levels in the organization, include liaison with Personnel Board (Trey /Peter) (*Need to look at budget*)
Based upon results of Salary Survey, conduct a through review of current salary levels (Trey/Peter) (*Need to look at budget override for Operating budget*)
13. Broader community interface with Emerson Hosp.- Board of Health to take elder issues on (Pam)
14. Recreational field lack of space, prison land etc. (Walter)
15. Middlesex Pension alternatives (Walter)

GOALS carried forward

16. Public Safety Facility (Dore'/Trey)
17. Determine future of Vaillancourt House - 17 Woodbury Lane. (Pam) (*No dialogue thus far as budgets have had the bottom fallout, Historical Commission issue and seek suggestions*)

Goals 2003-Selectmen folder